

**2013/14**



**TOP LAYER  
SERVICE DELIVERY BUDGET  
IMPLEMENTATION PLAN**

**SWELLENDAM  
MUNICIPALITY**

# Municipal Finance Management Act:

## Section 53(1)(c)(ii) - Approval by the Mayor

The Top Layer Service Delivery Budget Implementation Plan, indicating how the budget and the strategic objectives of Council will be implemented, is herewith submitted in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA), MFMA Circular No. 13 and the Budgeting and Reporting Regulation for the necessary approval.

Print Name Om AFRICA

Acting Municipal Manager of Swellendam Municipality

Signature 

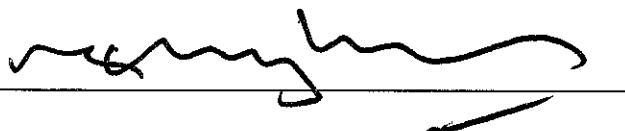
Date 2013-06-27

## Approval

The Top Layer Service Delivery Budget Implementation Plan is herewith approved in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA).

Print Name M. G. MYBURGH.

Mayor of Swellendam Municipality

Signature 

Date 2013-06-27

Ref	Directorate	Strategic Objective	Municipal Key Performance Indicator	Activity	Ward	Program Director	Baseline	Calculation	KPI Target	Annual Target	Q1	Q2	Q3	Q4
1	Municipal Manager	Democratising of planning and decision-making	Corporate service delivery / Institutional development	Prepare the draft IDP review and submit to Council for approval by 31 March	All	Municipal Manager	1	Carry Over	Number	1			1	
2	Municipal Manager	Democratising of planning and decision-making	Corporate service delivery / Institutional development	Develop and sign the performance agreements of all 457 employees by 31 July	All	Municipal Manager	4	Accumulative	Number	4	4			
3	Municipal Manager	Effective, responsive, people-centered and integrated institution	Corporate service delivery / Institutional development	Compile the Risk Based Audit Plan (RBAP) and submit to the Audit Committee by 30 June	All	Municipal Manager	1	Carry Over	Number	1				1
4	Municipal Manager	Effective, responsive, people-centered and integrated institution	Corporate service delivery / Institutional development	Complete the annual risk assessment and submit to the audit committee by 31 March	All	Municipal Manager	New KPI	Carry Over	Number	1			1	
5	Municipal Manager	Effective, responsive, people-centered and integrated institution	Corporate service delivery / Institutional development	Implement the approved RBAP for 2013/14 period (Number of audits completed for the period/ audits planned for the period)	All	Municipal Manager	New KPI	Carry Over	Percentage	60				60
6	Municipal Manager	Economic development with full participation to all and with focus on both First and Second economies	Economic development with full participation to all and with focus on both First and Second economies	Review the Local Economic Development strategy and submit to council for approval by 30 June	All	Municipal Manager	Existing strategy	Carry Over	Number	1				1
7	Municipal Manager	Effective, responsive, people-centered and integrated institution	Corporate service delivery / Institutional development	Submit quarterly reports to council on the actual performance to the Top Layer SDBIP	All	Municipal Manager	4	Accumulative	Number	4	1	1	1	1
8	Municipal Manager	Democratising of planning and decision-making	Corporate service delivery / Institutional development	Hold public participation sessions in wards	All	Municipal Manager	5	Accumulative	Number	5			5	
9	Municipal Manager	Democratising of planning and decision-making	Corporate service delivery / Institutional development	Facilitate the meeting of ward committees	All	Municipal Manager	5	Accumulative	Number	10				5
10	Municipal Manager	Effective, responsive, people-centered and integrated institution	Corporate service delivery / Institutional development	Submit the top layer SDBIP to the Mayor for approval within 14 days after the approval of the budget	All	Municipal Manager	1	Carry Over	Number	1				1
11	Municipal Manager	Sound and sustainable finances	Financial service delivery	Submit the monthly sec 71 of the MFMA reports to the council	All	Municipal Manager	12	Accumulative	Number	12	3	3	3	3
12	Municipal Manager	Sound and sustainable finances	Financial service delivery	Submit the adjustments budget to council for approval by 28 February	All	Municipal Manager	1	Carry Over	Number	1			1	
13	Municipal Manager	Sound and sustainable finances	Financial service delivery	Submit the main budget to council for approval by 31 March	All	Municipal Manager	1	Carry Over	Number	1			1	
14	Municipal Manager	Sound and sustainable finances	Financial service delivery	Approve an action plan to address all the issues raised in the management letter of the Auditor General by 31 December	All	Municipal Manager	New KPI	Carry Over	Number	1		1		
15	Municipal Manager	Effective, responsive, people-centered and integrated institution	Corporate service delivery / Institutional development	Submit the draft annual report to council by 31 January	All	Municipal Manager	1	Carry Over	Number	1			1	
16	Municipal Manager	Effective, responsive, people-centered and integrated institution	Corporate service delivery / Institutional development	Submit the Mid-Year Performance Report in terms of sec 22 of the MFMA to the Mayor by 25 January	All	Municipal Manager	1	Carry Over	Number	1			1	
17	Financial Services	Combating poverty and unemployment	The provision of basic services to the best possible level	Provide 60l free basic water per month to indigent households in terms of the equitable share requirements	All	Director: Finance	2000	Stand Alone	Number	1800	1800	1800	1800	1800
18	Financial Services	Combating poverty and unemployment	The provision of basic services to the best possible level	Provide free basic sanitation to indigent households in terms of the equitable share requirements	All	Director: Finance	2000	Stand Alone	Number	1800	1800	1800	1800	1800

Ref	Directorate	Strategic Objective	Municipal KPA	Key Performance Indicator	Unit of Measurement	Weight	Responsible Officer	Baseline	Calculation Type	OP Target Type	Annual Target	Q1	Q2	Q3	Q4
19	Financial Services	Combating poverty and unemployment	The provision of basic services to the best possible level	Provide 2000h free basic electricity per month to indigent households in terms of the equitable share requirements	Number of indigent households receiving free basic electricity	All	Director: Finance	2000	Stand-Alone	Number	1800	1800	1800	1800	1800
20	Financial Services	Combating poverty and unemployment	The provision of basic services to the best possible level	Provide free basic refuse removal to indigent households in terms of the equitable share requirements	Number of indigent households receiving free basic refuse removal	All	Director: Finance	2000	Stand-Alone	Number	1800	1800	1800	1800	1800
21	Financial Services	Sound and sustainable finances	Financial service delivery	Financial viability measured in terms of the municipality's ability to meet its service debt obligations (Total operating revenue-operating grants received)/debt service payments due within the year	Target achieved	All	Director: Finance	25.3	Stand-Alone	Number	25.3				25.3
22	Financial Services	Sound and sustainable finances	Financial service delivery	Financial viability measured in terms of the outstanding service debtors (Total outstanding service debtors/ revenue received for services)	% achieved	All	Director: Finance	18	Stand-Alone	Percentage	18				18
23	Financial Services	Sound and sustainable finances	Financial service delivery	Financial viability measured in terms of the available cash to cover fixed operating expenditure (Available cash-investments)/Monthly fixed operating expenditure	Ratio achieved	All	Director: Finance	1.8	Stand-Alone	Number	1.8				1.8
24	Financial Services	Sound and sustainable finances	Financial service delivery	Achieve a debtors payment percentage of 95.5%	Payment %	All	Director: Finance	95.5%	Carry Over	Percentage	95.5				95.5
25	Financial Services	Sound and sustainable finances	Financial service delivery	Compile and submit the annual financial statements by 31 August to the Auditor General	Financial statements submitted to the AG by 31 August	All	Director: Finance	1	Carry Over	Number	1	1			
26	Engineering Services	Provision of a sound economic basis as well as a quality environment by practicing sustainable planning and thus promoting the creation of jobs and the expansion of tourism	Economic development with full participation to all and with focus on both First and Second economies	Create temporary job opportunities with initiatives for labour intensive capital projects	Number of temporary job opportunities created	All	Director: Engineering Services	200	Accumulative	Number	200				200
27	Engineering Services	Provision of a sound economic basis as well as a quality environment by practicing sustainable planning and thus promoting the creation of jobs and the expansion of tourism	Economic development with full participation to all and with focus on both First and Second economies	Create FTEs (full term employment) to claim grant from Department of Public works	Number of FTEs created	All	Director: Engineering Services	52	Accumulative	Number	52				52
28	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Spent the maintenance budget for roads and stormwater assets	% of maintenance budget spent	All	Director: Engineering Services	90%	Carry Over	Percentage	90				90
29	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Spent the maintenance budget for sanitation assets	% of maintenance budget spent	All	Director: Engineering Services	90%	Carry Over	Percentage	90				90
30	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Spent the maintenance budget for water assets	% of maintenance budget spent	All	Director: Engineering Services	90%	Carry Over	Percentage	90				90
31	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Spent the maintenance budget for electricity assets	% of maintenance budget spent	All	Director: Engineering Services	90%	Carry Over	Percentage	90				90
32	Community Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Spent the maintenance budget for parks and recreation	% of maintenance budget spent	All	Director: Community Services	90%	Carry Over	Percentage	90				90
33	Community Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Spent the maintenance budget for refuse removal assets	% of maintenance budget spent	All	Director: Community Services	90%	Carry Over	Percentage	90				90

Ref	Directorate	Strategic Objective	Municipal KPA	Key Performance Indicator	Unit of Measurement	Reporting Director	Baseline	Category	KPI Type	Actual Aspect	Q1	Q2	Q3	Q4
34	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Limit the % water unaccounted for	% of water unaccounted for	Director: Engineering Services	30%	Reverse Stand-Alone	Percentage	30				30
35	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Limit the % electricity unaccounted for	% of electricity unaccounted for	Director: Engineering Services	25%	Reverse Stand-Alone	Percentage	25				25
36	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Manage waste water discharge	% quality level of waste water discharge achieved	Director: Engineering Services	80%	Carry Over	Percentage	80	80	80	80	80
37	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Manage water quality level as per SANS 241 criteria	% water quality level achieved	Director: Engineering Services	95%	Carry Over	Percentage	95	95	95	95	95
38	Community Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Complete an annual external audit of the landfill sites	Number of audits completed	Director: Community Services	New KPI	Carry Over	Number	1				1
39	Community Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Report quarterly to council on the adherence to the conditions of the Landfill permit	Number of reports submitted to council	Director: Community Services	New KPI	Accumulative	Number	4	1	1	1	1
40	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Raise consumer awareness on water consumption	Number of initiatives	Director: Engineering Services	New KPI	Accumulative	Number	1				1
41	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Submit report on the implementation of the Water Demand Management Plan to DWAF by 31 October in terms of the Water Services Act	Report submitted to DWAF by 31 October	Director: Engineering Services	New KPI	Carry Over	Number	1	1			
42	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Upgrade gravel roads to tar roads	Number of kilometers upgraded	Director: Engineering Services	1	Accumulative	Number	1				1
43	Corporate Services	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Development skills of staff (Actual total training expenditure/total operational budget)	% of total operational budget spent on training	Director: Corporate Services	0.5%	Carry Over	Percentage	0.5				0.5
44	Corporate Services	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Limit vacancy rate to less than 10% of budgeted post (Number of funded posts vacant divided by budgeted funded posts)	Vacancy rate	Director: Corporate Services	10%	Reverse Stand-Alone	Percentage	10	10	10	10	10
45	Corporate Services	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Implement individual performance management for all managers directly reporting to directors (Number of signed agreements/Number of managers directly reporting to directors)	% of agreements signed	Director: Corporate Services	New KPI	Carry Over	Percentage	100				
46	Corporate Services	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Submit Employment Equity report to the Department of Labour by 30 September	EE report submitted by 30 September	Director: Corporate Services	1	Carry Over	Number	1	1			
47	Corporate Services	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Review the Recruitment and Selection policy and submit to council by 31 March	Reviewed Recruitment and Selection policy submitted to council by 31 March	Director: Corporate Services	New KPI	Carry Over	Number	1			1	
48	Corporate Services	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Facilitate the performance assessments of managers directly reporting to directors	Number of performance assessments per annum	Director: Corporate Services	New KPI	Accumulative	Number	1			1	
49	Corporate Services	Effective, responsive, people-centered and integrated institution	Corporate service delivery / institutional development	Review the Occupational Health & Safety Policy and submit to council by 30 June	Reviewed Occupational Health & Safety Policy submitted to Council by 30 June	Director: Corporate Services	New KPI	Carry Over	Number	1				1
50	Corporate Services	Correcting spatial imbalances	The provision of basic services to the best possible level	Provide consideration on building plans within 30 days for buildings less than 500m2 and 60 days for buildings larger than 500m2 after all information required is correctly submitted (Actual plans evaluated/by plans received)	% Evaluated	Director: Corporate Services	90%	Stand-Alone	Percentage	90	90	90	90	90
51	Corporate Services	Correcting spatial imbalances	The provision of basic services to the best possible level	Provide consideration on land use applications within 120 days after receipt of all outstanding and relevant information and documents (Actual applications evaluated/applications received)	% of applications evaluated	Director: Corporate Services	90%	Stand-Alone	Percentage	90	90	90	90	90

Ref	Directorate	Strategic Objective	Municipal LEP	Key Results	Unit of Measurement	Word	Responsible Director	Baseline	Output Category	KPI Target Type	Q1	Q2	Q3	Q4
52	Community Services	Provision of a healthy and safe living environment	The provision of basic services to the best possible level	Clear alien vegetation on Commonage land and council owned land	Number of hectares cleared	All	Director: Community Services	2 hectares pa	Accumulative	Number	0	1	1	1
53	Community Services	Provision of a healthy and safe living environment	The provision of basic services to the best possible level	Maintain the existing fire breaks within the available budget	Number of kilometers maintained	All	Director: Community Services	7 km pa	Accumulative	Number	2	2	2	2
54	Community Services	Provision of a healthy and safe living environment	The provision of basic services to the best possible level	Create new fire breaks as identified and within the available budget	Number of kilometers created	All	Director: Community Services	2	Accumulative	Number	0	1	1	1
55	Community Services	To empower the residents of the Swellendam by the provision of / and exposure to the necessary training facilities, academic as well as practical skills development	The provision of basic services to the best possible level	Hold exhibitions on identified topics to enhance library awareness	Number of exhibitions held	All	Director: Community Services	35	Accumulative	Number	10	10	10	10
56	Community Services	Provision of a healthy and safe living environment	The provision of basic services to the best possible level	Hold road blocks to decrease incidents affecting traffic safety	Number of road blocks held	All	Director: Community Services	10	Accumulative	Number	3	3	3	3
57	Community Services	Continuous and sustainable provision for housing needs through timely planning	The provision of basic services to the best possible level	Develop or review a Human Settlement Plan and submit to council by 30 June	Plan submitted to council	All	Director: Community Services	New KPI	Carry Over	Number				1
58	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Upgrade the Swellendam Water Treatment Works	% of approved project budget for the year spent	1-45	Director: Engineering Services	New KPI	Carry Over	Percentage				100
59	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Upgrade the Barrydale, Smithville WWTW	% of approved project budget for the year spent	2-3	Director: Engineering Services	New KPI	Carry Over	Percentage			100	
60	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Develop the new WWTW for Suurbraak	% of approved project budget for the year spent	2-3	Director: Engineering Services	New KPI	Carry Over	Percentage			100	
61	Engineering Services	Ensuring access to basic services by all	The provision of basic services to the best possible level	Develop the new storm water system for Rallton	% of approved project budget for the year spent	4-5	Director: Engineering Services	New KPI	Carry Over	Percentage				100

Ref	Sub-Division	GFS Classification	Project Name	Project Description	Funding source	Issued Date	Planned Completion Date	Jan/2013	Feb/2013	Mar/2013	Apr/2013	May/2013	Jun/2013	Jul/2013	Aug/2013	Sep/2013	Oct/2013	Nov/2013	Dec/2013	Jan/2014	Feb/2014	Mar/2014	Apr/2014	May/2014	Jun/2014	Jul/2014	Total	
1	Engineering Services	Project Management	Water	Upgrade the Swellendam Water Treatment Works	Enlarge bulk water purification capacity	3:5	2013/07/01	2014/08/30	4:5																			550000.00
2	Engineering Services	Project Management	Waste water management	Upgrade the Barrydale, Smitville WWTW	New Waste Water Treatment Works - Enlarge treatment capacity	5	2014/02/01	2015/03/31	2																			854900.00
3	Engineering Services	Project Management	Waste water management	Develop the new WWTW for Suburbank	New Waste Water Treatment Works - Enlarge treatment capacity	5	2014/03/01	2015/06/30	3																			356500.00
4	Community Services	Housing	Road Transport	Develop the new storm water system for Ralton	Upgrade storm water system in new RDP housing area.	3	2013/07/01	2013/08/31	5																			570000.00
5	Engineering Services	Project Management	Other	Swellendam PMU 13/14	5% of MIG allocation towards administration of grant	5	2014/02/01	2014/04/31	All																52100			552100.00

6/9/2025



Function ID	Description ID	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Year		
		Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.
Municipal Governance and Administration	Executive and council	27000	1034000		4792000	1130000		27000	1046000		27000	1046000		256000	4061000	
Municipal Governance and Administration	Budget and treasury office	177000	1615000		726000	1615000		177000	1615000		177000	1615000		1527000	4882000	
Municipal Governance and Administration	Corporate services	54000	601000		54000	601000		54000	601000		54000	601000		54000	209000	
Community and public safety	Community and social services	2111000	1210000		2995000	1210000		2111000	1210000		2111000	1210000		2111000	2471000	
Community and public safety	Public safety	0	136000		0	74000		0	86000		0	86000		0	103000	
Community and public safety	Housing	0	0		0	0		0	0		0	0		0	0	
Community and public safety	Sport and Recreation	0	23000		0	23000		0	23000		0	23000		0	23000	
Economic and environmental services	Planning and development	11000	61000		11000	61000		11000	61000		11000	61000		11000	61000	
Economic and environmental services	Road transport	2676000	1639000		3028000	1639000		2676000	1639000		2676000	1639000		11676000	1217000	
Economic and environmental services	Environmental protection	0	0		0	0		0	0		0	0		0	0	
Trading services	Electricity	2428000	4955000		2751000	2708000		3085000	3153000		3179000	3153000		4437000	3541000	700000
Trading services	Water	774000	979000		1150000	979000		1117000	979000		1026000	979000		598000	469000	
Trading services	Waste water management	1029000	764000		1028000	764000		1028000	764000		1028000	764000		1028000	2162000	10560000
Trading services	Waste management	574000	370000		574000	370000		574000	370000		574000	370000		574000	2477000	
Other	Other	0	2000		0	2000		0	2000		0	2000		0	267000	
TOTAL		9855000	13835000		37111000	11171000		30860000	32124000		10663000	11543000		22272000	32739000	11260000

Swellendam Municipality	Swellendam Municipality	Swellendam Municipality	TOTAL	
			Revenue	Operational Exp. Capital Exp.
Municipal governance and administration	Executive and council		45345000	15760000 0
Municipal governance and administration	Budget and treasury office		5763000	17627000 0
Municipal governance and administration	Corporate services		648000	6780000 0
Community and public safety	Community and social services		29016000	38579000 400000
Community and public safety	Public safety		0	1865000 0
Community and public safety	Housing		0	0 0
Community and public safety	Sport and Recreation		0	276000 0
Economic and environmental services	Planning and development		132000	777000 0
Economic and environmental services	Road transport		42577000	39879000 0
Economic and environmental services	Environmental protection		0	0 0
Trading services	Electricity		54605000	49723000 700000
Trading services	Water		10787000	10451000 16100000
Trading services	Waste water management		12336000	6452000 41242000
Trading services	Waste management		6888000	6665000 0
Other	Other		0	1084000 0
TOTAL	TOTAL		208097000	178427000 55442000

Line Item	July	August	September	October	November	December	January	February	March	April	May	June	
Property rates	24962000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	255000	25467000
Property rates - penalties & collection charges	0	0	0	0	0	0	0	0	0	0	0	0	0
Service charges - electricity revenue	5936000	5789000	5347000	5730000	6161000	5755000	2424000	2749000	3082000	3176000	3993000	4435000	54577000
Service charges - water revenue	663000	736000	766000	892000	953000	919000	774000	1151000	1116000	1025000	1184000	597000	10776000
Service charges - sanitation revenue	1028000	1028000	1028000	1028000	1028000	1028000	1028000	1028000	1028000	1028000	1028000	1028000	12336000
Service charges - refuse revenue	574000	574000	574000	574000	574000	574000	574000	574000	574000	574000	574000	574000	6889000
Service charges - other	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	24000
Rental of facilities and equipment	84000	84000	84000	84000	84000	84000	84000	84000	84000	84000	84000	84000	1008000
Interest earned - external investments	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	300000
Interest earned - outstanding debtors	136000	136000	136000	136000	136000	136000	136000	136000	136000	136000	136000	136000	1632000
Dividends received	0	0	0	0	0	0	0	0	0	0	0	0	0
Fines	147000	147000	147000	147000	147000	147000	147000	147000	147000	147000	147000	147000	1764000
Licences and permits	0	0	0	0	0	0	0	0	0	0	0	0	0
Agency services	160000	160000	160000	160000	160000	160000	160000	160000	160000	160000	160000	160000	1920000
Transfer's recognised - operational	12941000	2022000	2022000	2022000	2022000	2022000	2022000	2022000	2022000	2022000	2022000	3372000	36533000
Other revenue	95000	95000	95000	95000	95000	95000	95000	95000	95000	95000	95000	95000	1140000
Gains on disposal of PPE	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer's recognised - capital	2362000	2362000	2362000	2362000	2362000	2362000	2362000	2362000	2362000	2362000	2362000	11362000	37344000
TOTAL	R 49 115 000	R 13 185 000	R 12 773 000	R 13 282 000	R 13 774 000	R 13 334 000	R 9 858 000	R 10 560 000	R 10 859 000	R 10 861 000	R 11 837 000	R 22 272 000	R 191 709 000